Air Emissions Inventory (EI) – Generating and Submitting an Under-Thresholds-Notification (UTN)

July 2021

Under-Thresholds-Notifications

- 1. An Under-Thresholds-Notification (UTN) can be submitted in lieu of an EI and certification.
- 2. UTNs are due on March 1.
- 3. Before creating an UTN, determine whether the facility is above any of the reporting levels in Chapter NR 438 of the Wisconsin Administrative Code.
- 4. The Air Reporting System's (ARS) emissions calculator can be used to determine if the facility is above or below reporting levels.

Air Reporting System (ARS) access

- UTNs are prepared and submitted with the webbased ARS program opened using the DNR Switchboard.
- •To access the DNR Switchboard, a Wisconsin Web Access Management System (WAMS) ID is required. If you already have a WAMS ID and ARS access, skip to slide 7.

1. To get a WAMS ID, click *CREATE USER ID* on the DNR Switchboard.









2. After a WAMS ID is set-up, apply for an air emissions inventory (EI) submittal role at a facility by clicking *LOG IN* on the <u>DNR</u> Switchboard.









3. After a WAMS ID and EI submittal role have been created, login into the <u>DNR Switchboard</u> by clicking *LOG IN*.

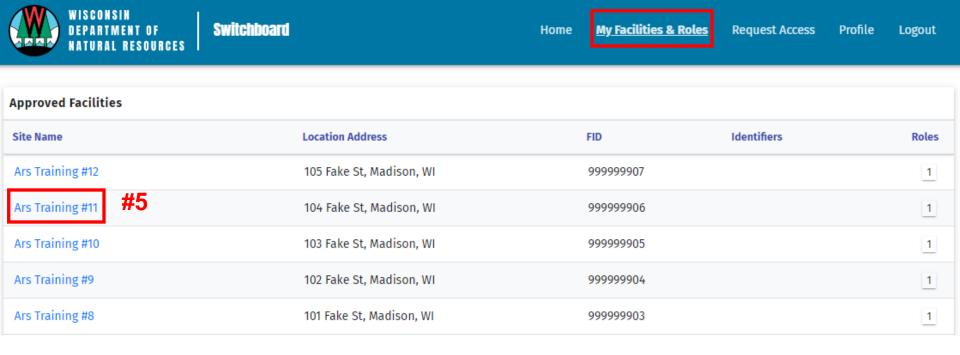




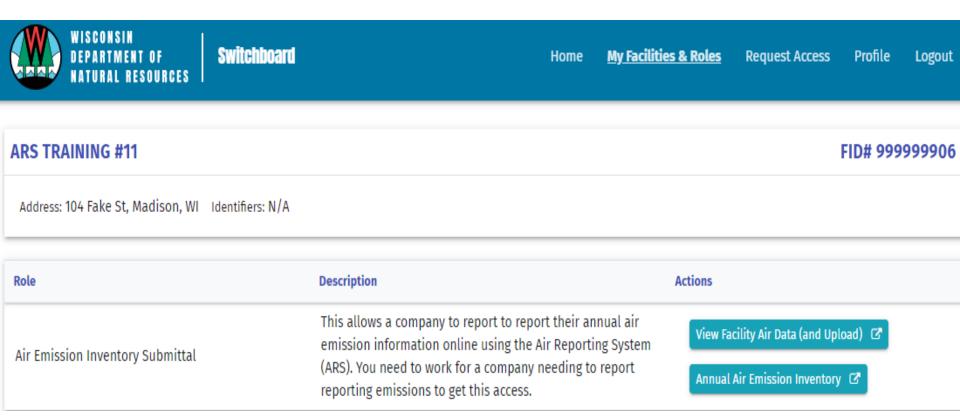




- 4. Select My Facilities & Roles.
- 5. Click on the Site Name of the desired facility.

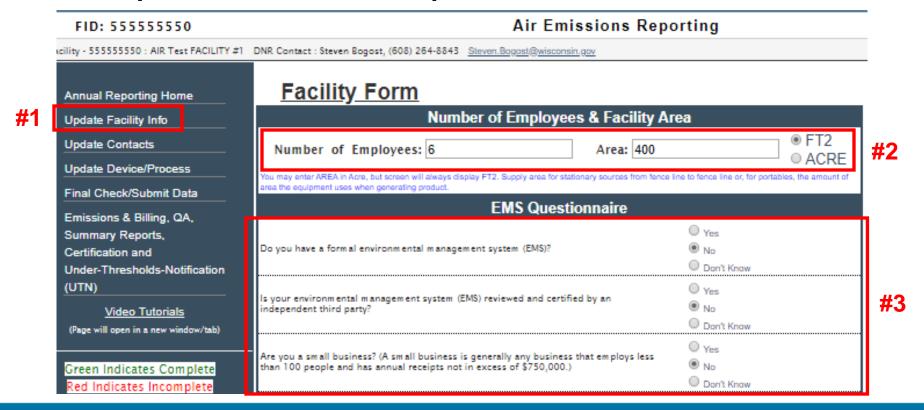


6. Click Annual Air Emission Inventory to open ARS.



Review of facility information

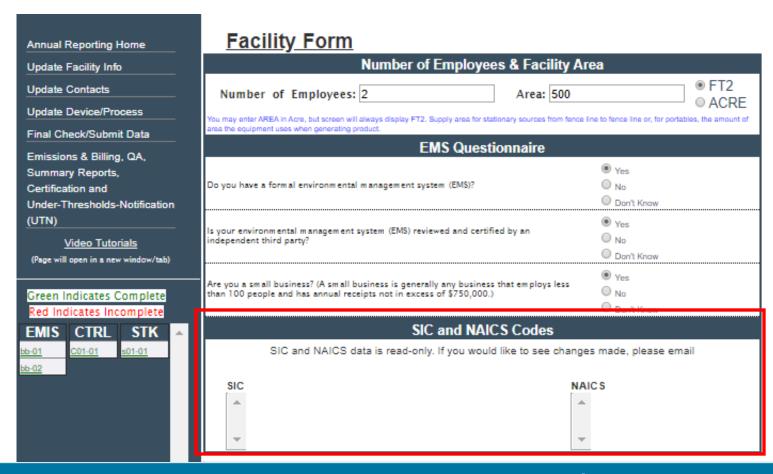
- 1. Click Update Facility Info.
- 2. Review and if needed, correct the employment and area data.
- 3. Complete the EMS questionnaire.



Review of facility information

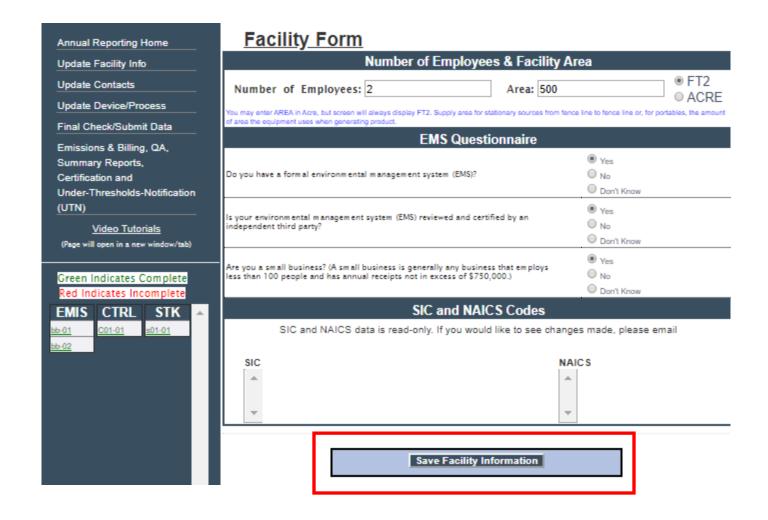
4. Review SIC and NAICS information and send revisions to:

DNRAMEmissionsInventory@wisconsin.gov



Review of facility information

5. Click Save Facility Information.



Review of contact information

- 1. Click Update Contacts.
- 2. If revisions are required, select the contact to be changed or updated, make the changes and save them.

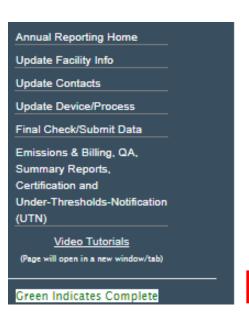
Note: Contacts can only be changed to other people currently or formerly associated with the facility.



Review of contact information

- 3. Click Contact Information is Complete.
- 4. If the new contact has not been associated with the facility before, e-mail the new contact's information to:

DNRAMEmissionsInventory@wisconsin.gov



Contact Form

To edit a contact/role, click the circle next to the role title

<u>AIR CONTACT</u> ◎	BILL CONTACT ©	RESP OFFICIAL	PERMIT CONTACT
PILLALAMARRI, CHAITANYA	Houtler, Emily	Matty, Randy	PAVLISCAK, BARB
chaitanya.pillalamarri@wisconsin.gov 9409 LOST MEADOW RD	emily.houtler@wisconsin.gov 101 S Webster St	abc@1234.net 201 E Washington Ave	6082735603 barbara.pavliscak@wisconsin.gov 101 S Webster St Madison Wl

To Cancel an operation below, simply select a different option, anywhere above.

If you have any difficulty adding or updating this information, contact:

Contact Information is Complete

Generating a UTN

- Click Emissions & Billing, QA, Summary Reports, Certification and Under-Thresholds-Notification (UTN).
- 2. Select the Certification and Under-Thresholds-Notification (UTN) tab.
- 3. Click Create UTN.



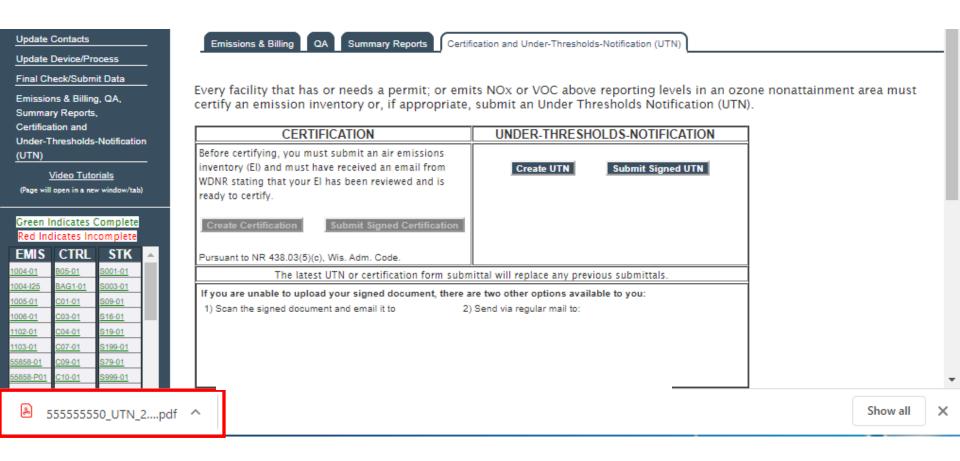


Every facility that has or needs a permit; or emits NOx or VOC above reporting levels in an ozone non emission inventory or, if appropriate, submit an Under Thresholds Notification (UTN).



Generating a UTN

4. Open the generated UTN.



Generating a UTN

- 5. Print the opened UTN.
- 6. Have the responsible corporate official sign and date the printed UTN.
- 7. Scan the signed and dated UTN.

AIR EMISSIONS SUMMARY

Under-Thresholds-Notification (UTN)

WDNR Facility Identification Number: 555555550

Facility Name: AIR Test FACILITY #1

Facility Contact:

Facility Location: 5016 N Lake Dr

Milwaukee WI 53217-5748

I attest that the 2019 emissions from the above-named facility are below reporting thresholds as defined in ch. NR 438 of the Wisconsin Administrative Code.

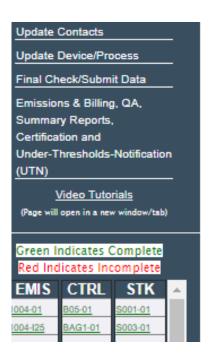
Print full name of facility owner or ope	erator		
Signature of facility owner or operator	г		
Date signed			
Tiste of facility assessment			_
Title of facility owner or operator			

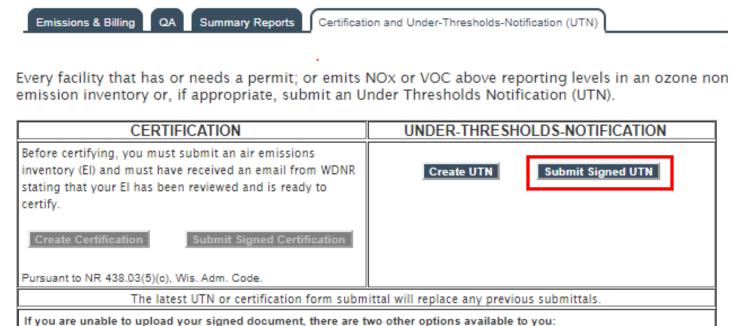
Please email a scanned copy of this document to grant.hetherington@wisconsin.gov or send it via regular mail to:

Personally identifiable information on this document will be used for no other purpose.

Submitting a UTN

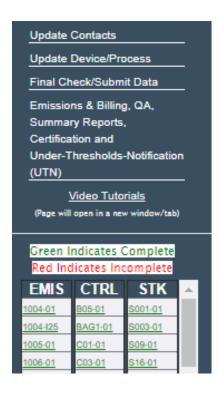
1. Click Submit Signed UTN.





Submitting a UTN

- 2. Click *Choose File* and select the scanned UTN.
- 3. Click Submit Document.





Every facility that has or needs a permit; or emits NOx or VOC above reporting levels in an ozone no emission inventory or, if appropriate, submit an Under Thresholds Notification (UTN).



For EI and Air Reporting **Switchboard Help**

Contact the facility-assigned compliance engineer. On the DNR's website, find the compliance engineer's contact information by using the AIR PERMIT SEARCH tool to locate the facility and select the DNR Air Contacts tab.

Facility Contacts | DNR Air Contacts | Permits and Permit Applications

Emission Inventory Reports

Industrial Monitoring Data

- OR -
- **Email:**

DNRAMEmissionsInventory@wisconsin.gov